



Planning & Development Services Review for Internal Conversions

Please complete this packet prior to submittal of building permits and attach a site plan drawn to scale. If any section of the application is incomplete, the application will be returned.

Planning Division (P) Approval By: _____

Date: _____

Development Services (DS) Approval By: _____

Date: _____

Please refer to the following chapters of the Oregon City Municipal Code: 17.08/17.10, and 17.20.030 to complete this form. Development Services (DS) may be contacted at 503.496.1560 and Planning may be reached at 503.722.3789.

Applicant: _____ Date Submitted: _____

Phone: _____ Email Address: _____

Site Address or Clackamas County Map and Tax Lot: _____

Project Description: _____

Zoning District: _____

Internal Conversion Eligibility

1. What year was the existing home built? _____

2. Size of Property: _____ SF

3. Total number of units proposed (including existing ADUs): Two Units Three Units Four Units

Please note, a minimum of 2,500 SF of lot area is required per unit proposed

4. Does the proposal include an addition of more than 500 SF? Yes No

If the proposal includes an addition, please complete the Additions to Single-Family Homes packet.

5. Has an addition of more than 500 SF been constructed over the past two years? Yes No

1. Applicable Overlay Zones, Plans or Fees

Staff Only
Eligible for Internal Conversion?
 Yes No Not Required Initial _____

Please identify all overlay districts identified on your [Property Zoning Report](#). If any of the items below are marked, please contact the associated department for additional processes, fees and restrictions.

- Individually Designated Historic Structure (P)
- Historic Overlay District (P)
- Barlow Trail Corridor (P)
- Willamette River Greenway Overlay District (P)
- High Water Table (P)
- Natural Resources Overlay District (P)
- Police Annexation Agreement (P)
- Sewer Moratorium Area (P)
- Flood Management Overlay District (P)
- Geologic Hazards Overlay District (P)
- Thayer Pond Area (P)
- None

Staff Only
Additional Review Required? Yes No Initial _____

2. Lot Specific Conditions of Approval (DS/P)

List all lot requirements identified in the land division staff report approval (mitigation trees, home orientation, easements, etc). Contact the Planning Division for a copy of the staff report.

3. Plat Restrictions (DS)

Identify the size and location of all restrictions on your plat below and on the site plan. Plats may be obtained on OCMAP or from the Development Services Department.

Easements (PUE, SSE, etc.): _____

Non-Vehicular Accessways (NVA): _____

Other Restrictions: _____

Not Applicable

Staff Only			
Plat Restrictions Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Required Initial _____

4. Grading (DS)

The placement or removal of fill on a property may require additional review and permits.

Are you moving or placing more than 6" of fill below the building footprint? Yes No

If yes, a geotechnical report is required approving the fill placement from the Development Services Department.

Do you have an approved geotechnical report? Yes No

Are you moving or placing 10 or more cubic yards of fill onsite? Yes No

If yes, a grading permit is required from the Development Services Department.

Do you have an approved grading permit? Yes No

Staff Only			
Fill Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Required Initial _____

5. Stormwater (DS)

Stormwater flow control and/or water quality requirements exist for projects that:

Creates 5,000 square feet of new or replaced impervious surface

Creates 500 square feet of new impervious surface (in the NROD overlay)

Creates 1,000 square feet of new or replaced impervious surface and is a commercial use.

1. Square footage of all new or replaced impervious surface (asphalt, concrete, buildings, structures) _____

2. Does the proposal use fuel dispensing, major material storage, a washing facility, heavy chemical use, or has land with known contamination? Yes No

Staff Only			
Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Initial _____

6. Number of Driveways (DS)

Each property may have up to one (1) driveway per street frontage. Do not count alleys.

Number of street frontages: _____ Number of existing driveways: _____

Number of driveways proposed: _____

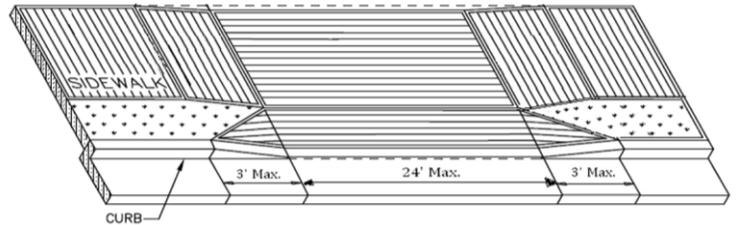
Not Applicable (No driveway or access taken from alley)

Staff Only			
Number of Driveways Approved?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Required	Initial _____

7. Driveway Width (DS)

The width of the driveway curb cut is limited at the sidewalk and property line by the number of interior or exterior parking spaces onsite, including the driveway. Show the driveway and curb cut on your site plan.

Number of Interior and Exterior Parking Spaces Onsite	Minimum Driveway Width at Sidewalk or Property Line	Maximum Driveway Width at Sidewalk or Property Line
One	10 feet	12 feet
Two	12 feet	24 feet
Three or More	18 feet	30 feet



*The width of the wing (transition) adjacent to the driveway may not be larger than 3 feet.

Number of interior and exterior parking spaces onsite: _____

Width of driveway proposed: _____ Width of wings proposed: _____

Not Applicable (No driveway or access taken from alley)

Staff Only			
Driveway Width Approved?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Required	Initial _____

8. Street Improvements (DS)

New duplexes or additions of more than 50% of the existing square footage of the home may require street improvements (such as a sidewalk, planter strip, street tree, etc) if they currently do not exist.

1. Square footage of the existing home (including living space and garage(s))..... _____
2. New square footage proposed (including living space and garage(s))..... _____
3. Line 2 divided by line 1 and multiplied by 100:..... _____

If line 3 is 50% or more, please complete a Street Improvement Meeting form at www.orcity.org and submit it to the Development Services Division.

Not Applicable (No addition proposed)

Staff Only			
Street Improvement Approved?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Required	Initial _____

10. Design (P)

A. Entrances: Only one entrance may be located on the primary street-facing façade.

Describe new entrances proposed and show them on your site plan: _____

B. Building Materials: Any expansion or modification completed with the internal conversion shall be constructed with similar exterior building materials as that of the existing dwelling, or an acceptable substitute to be approved by the Community Development Director.

	Existing Materials	Proposed New Materials
Siding material		
Roofing material		
Window material		
Trim Type		

C. Fire escapes or exterior stairs for access to an upper-level unit created through an internal conversion shall not be located on the front of the dwelling.

Staff Only			
Entrances Approved?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable	Initial _____

11. Parking (P)

One off-street parking space is required for internal conversions with two units, and two off-street parking spaces are required for internal conversions with three or four units. Show parking on the site plan with dimensions labeled. The space shall be a minimum of eight feet in width and eighteen feet in length.

Number of units proposed: _____ How many off-street spaces are provided? _____

Width of space _____ Length of space _____

<i>Staff Only</i>			
Parking Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Initial _____

Thank you for completing the application form. Please submit this form to the Planning and Building Divisions located at 698 Warner Parrott Road from 8:30am – 3:30pm Monday – Friday with a Building Permit Application Checklist and all necessary documentation. For additional information, please contact Development Services (DS) at 503.496.1560 and Planning at 503.722.3789. Thank you